

Texas Workforce Commission – Career Schools and Colleges Request for Facility and Equipment Inspection- Residential Schools

THIS FORM MUST ACCOMPANY application for **ORIGINAL** and **CHANGE OF OWNERSHIP** Certificate of Approval, **CHANGE OF ADDRESS**, **ADDITIONAL CLASSROOM FACILITY**, and **ADDITIONAL EQUIPMENT/FACILITIES FOR A NEW PROGRAM**.

RESIDENTIAL SCHOOLS:

Local Integrated Service Area Manager (**ISAM**) will schedule a **IN-PERSON** inspection visit. If school is "ready for inspection" provide date below. Original and Change of Ownership visits must be conducted within 90 days of issuance of certificate of approval.

School ID (TWC Use):	Name of School:	
School Physical Address:		
City:	State:	ZIP Code:
Date facilities and equipment will be ready for inspection :		
Person to Contact:		Phone Number:

All items below need to be available at your ORIGINAL site visit:

<input type="checkbox"/>	1. Floor Plan of Facility
<input type="checkbox"/>	2. Equipment Inventory List
<input type="checkbox"/>	3. Certificate of Occupancy for current address or letter of release from municipality.
<input type="checkbox"/>	4. Current fire inspection by municipal authority, or letter of release and approval of private contractor from municipal authority (last inspection date).
<input type="checkbox"/>	5. Rental or lease agreement for school facilities, or statement of ownership for current address.
<input type="checkbox"/>	6. Rental or lease agreement for instructional equipment and instructional aids or statement of ownership.
<input type="checkbox"/>	7. Floor plan and school facilities are adequate for student capacity, and include: room numbers, pupil capacities, break room, utilities, uses of rooms, room dimensions, restrooms, and record storage.
<input type="checkbox"/>	8. Inventory of equipment & instructional aids adequate for student capacity and course objective.
<input type="checkbox"/>	9. Current list of textbooks, software, and reference library, including: title(s), author/publisher, and copyright dates.
<input type="checkbox"/>	10. Sample of each certificate and/or diploma awarded to students.
<input type="checkbox"/>	11. Narrative description of the school's way of taking and maintaining a positive record of attendance, including when taken, symbols, methodology, and provisions for permanent maintenance; or evidence of TWC approval of alternative method of accurately determining a student's last date of attendance for refund purposes and accurate monitoring of absences.
<input type="checkbox"/>	12. Sample of forms used to record attendance; and progress, grades and transcript forms (progress, grades and transcript forms not required for seminar schools).
<input type="checkbox"/>	13. Statement outlining the methods of payment available to students including, if applicable, terms of agreements with lending institution(s), charges and true annual percentage rate(s), and the institution name(s) and address(es).
<input type="checkbox"/>	14. Examples of all advertising (yellow page, newspaper ad, brochures, audio/video scripts, etc.).